

Property Water Efficiency Setup and Use in REST Professional

Overview

Property Water Efficiency allows identification and reporting on properties that are water efficient and or due for inspection. The tenant Invoice Entry and Water Usage Invoice screens display the property's Water Efficiency status and a Water Efficiency Inspection report is available in Property Reports menu. This feature will assist NSW and QLD users where legislation has set minimum criteria to establish whether a property is water efficient.

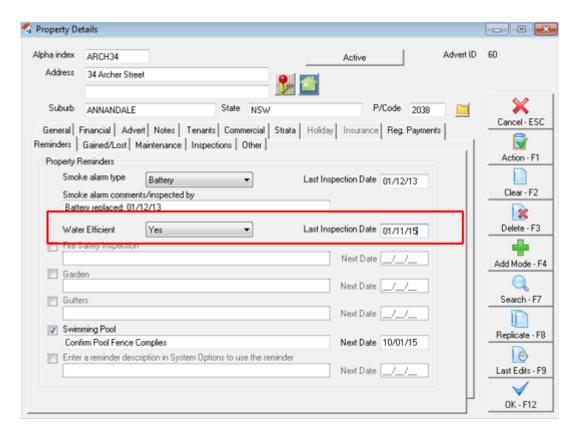
This document will cover:

- How to Mark a Property as Water Efficient
- How to Check Water Efficiency when Creating an Invoice
- How to Generate the Water Efficiency Report

How to Mark a Property as Water Efficient

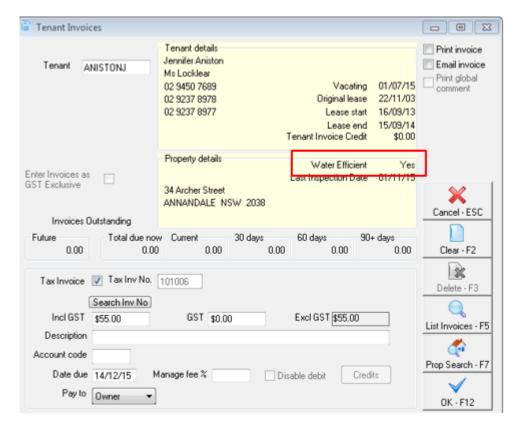
The property reminders tab has been updated with a Water Efficient status of **Yes** or **No** and a **Last Inspection Date**.

- 1. Go to **Files** > **Property** to search for and display the appropriate property
- 2. Click on the **Reminders** Tab
- 3. Select the water efficiency status from the Water Efficient dropdown list
- 4. Enter the Last Inspection Date



How to Check Water Efficiency when Creating an Invoice

A property's water efficiency details are displayed on both the Tenant Invoice Entry and Water Usage Invoice Screens at the time of entering the invoice



How to Generate the Water Efficiency Report

A new report is available for properties to report on manage water efficiency. These reports will assist agencies in following up with landlords to ensure that the property is water efficient.

- 1. Go to Reports > Property > Water Efficiency Report
- 2. The report can be filtered by **Property, Manager, Class, Water Efficiency Status, Inspection date** and **Area Code**

3. Click **Preview-F11**

WATER EFFICIENCY INSPECTION REPORT

For All Managers Active Status: Active			From: 1	to: ZZZZZZZZZZ - All Properties Range: All dates
Alpha Mgr	Address	Owner Contact Details	Water Efficient	Last Inspection Date
ARCH34 CK	34 Archer Street ANNANDALE NSW 2038	Patrick Dempsey H: 02 9517 4589 W: 02 9 M: 0407 642 158 F: Email: jaime.fitbn@rockend.com	Yes 1238 4785	01/11/15
BEACH96 CK	96 Beach Street COOGEE BEACH NSW 2034	Colin Smith H: (02) 9958 7458 W: (02) M: 0424 897 568 F: Email: colin@mrdarcy.com.au	9238 5478 Yes	11/12/13
GALL24 CK	24 Gallimore Avenue BALMAIN EAST NSW 2041	Mr David Beckham H: 02 9565 4736 W: M: 0424 589 215 F: Email: beckham@ffa.com	Yes	10/12/13

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